

Absence Request Form (including holidays).

Please note that there is no automatic right for students to be granted authorised absences during school time.

STUDENT DETAILS	
Name	
Form	
Date of Birth	
Address	

ABSENCE REQUEST DETAILS	
Start date of requested absence	
End date of requested absence	
Return to school date	
Reason for absence request	
Name of parent / carer (PRINT)	
Signature	
Date	

FOR SCHOOL USE ONLY		
Current attendance % <i>(In current year)</i>		
Previous leave this academic year.		
Does the request time coincide with SATS / other examination periods	Yes	No
Any mitigating / aggravating circumstances which indicate an absence should be authorised / not authorised?		
Given information above and reason for request is the absence approved?	Yes	No
Signature by Headteacher		
Comment by Head Teacher		
Signature & Date		
Register Code to be used for this holiday*		
<input type="checkbox"/> H = Annual family holiday <input type="checkbox"/> C = Other authorised circumstances <input type="checkbox"/> O = Unauthorised circumstances		
*Copy in:-	Student File <input type="checkbox"/>	To Parent / Carer <input type="checkbox"/>

* Tick and initial where appropriate / when completed